APPENDIX E-049 P

SPECIAL PROGRAM REQUIREMENT (SPR) DOCUMENT

1. PURPOSE

   This appendix is applicable to chapter 58 and describes the manual processing of special submissions for SPR Transactions, DICs DYA, DYB, DYL, and DYM, appendix B-49.

2. BACKGROUND

   a. Submissions by DICs DYA and DYL may, at specific times, be designated by HQ DLA for Maximum Acceptance Quantity (MAQ) bypass. The submissions will be received at the DSCs by mail and identified through information previously furnished by HQ DLA.

   b. Submissions by DIC DYL and DYM will be submitted by the Services indicating Cooperative Logistics Supply Support Arrangement (CLSSA). The support quantity indicated in the DYL and DYM submission represents a 90-day pipeline for DLA items. The submissions will permit the DSCs to initiate planning for eventual receipt of requisitions under this program.

   c. Submissions by DIC DYB are generated by the Services as exception type documents.

3. APPENDICES USED IN THIS PROCEDURE

   a. Appendix B-49, Special Program Requirements (SPR) Document.

   b. Appendix E-049 V, Special Program Requirement (SPR) Document Violations.

   c. Appendix F-251, Forecast SPR Record.

4. RESPONSIBLE ORGANIZATIONAL ELEMENT

   The SPR Monitor in the Materiel Support Branch, MSO, within the DSO.

5. PROCEDURES/INSTRUCTIONS

   a. Upon receipt of DYA and DYL submissions, the SPR Monitor in the Materiel Support Branch will perform an audit prior to forwarding to ODS and will process violation notices with IM assistance IAW appendix E-049 V.

b. DYL submissions will be reviewed for completeness of format. Entries will be completed as in normal SPR submissions. Completion of the Support Date field, pos. 62-64, is optional. If pos. 62-64 are completed, the SPR Monitor will review to ensure entries are valid. If the field contains alphas or embedded blanks, the SPR Monitor will contact the submitter to verify/clarify the support date prior to future processing. Upon receipt of verification/clarification, the SPR Monitor will correct the support date field and forward the submissions to ODS instructing that bypass Code 2 be entered in pos. 78 and the transactions be input to computer for processing. In the event the support date field is blank, ODS will be instructed to insert the Support Date in pos. 62-64 which will be the first day of the fourth month from receipt of the submission, insert Bypass Code 2 in pos. 78, and input to computer for processing. The computer validates prescribed entries to the Commodity Branch (IM) for manual review and processing as described in appendix E-049 V. SPRs passing validity and MAQ checks cause the computer to update the Forecast SPR Record.

c. When DYB or DYM submissions are received, the SPR Monitor will review the exception remarks and contact the submitting activity if necessary, and will process violation notices with IM assistance IAW appendix E-049 V. For valid submissions, prepare a document with DIC DYA or DYL in the format of appendix B-49. Forward the newly prepared document to ODS input to computer for processing. The computer validates prescribed entries and prepares violation notices for invalid entries. Violation notices are forwarded to the Commodity Branch (IM) for manual review and processing as described in appendix E-049 V. SPRs passing validity and MAQ checks cause computer to update the Forecast SPR Record.

6. FLOWCHART

   Flowchart not required.